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GENERAL
INFORMATION
BULLETIN

The

American
University

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THIS bulletin is prepared to present a comprehensive perspective through text and pictures, of The American University in the Nation's Capital. In it you will find information on University history, growth, purposes and objectives, admissions requirements and procedure, programs of study, extra-curricular opportunities, its faculty, facilities, and other matters. Whether you are a student, a prospective student, an alumnus, a faculty member, or a friend of the University, we hope this bulletin will provide this general information through these words and pictures. To supplement this bulletin, the following catalogs are available:

College of Arts and Sciences. *Degrees offered:* Associate in Arts; Bachelor of Arts; Bachelor of Science; Master of Arts; Master of Science; Master of Education; Master of Science in Science Teaching.

School of Business Administration. *Degrees offered:* Associate in Business Administration; Bachelor of Science in Business Administration; Master of Business Administration.

School of Government and Public Administration. *Degrees offered:* Associate in Arts; Associate in Public Administration; Bachelor of Arts; Bachelor of Science in Public Administration; Master of Arts (government, public administration).

School of International Service. *Degrees offered:* Bachelor of Arts; Master of Arts; Master of International Service.

The Washington College of Law. *Degrees offered:* Bachelor of Law.

Graduate School. *Degrees offered:* Doctor of Philosophy in area studies: business administration, economics, economic history, government, history, international relations and organization, mathematics, psychology, public administration, sociology, and statistics; Doctor of Education.

Division of General and Special Studies. Non-degree division of the University.

Wesley Theological Seminary. The Seminary is affiliated with the University and located on its campus. *Degrees offered:* Bachelor of Sacred Theology; Master of Sacred Theology; Master of Religious Education.

For complete information and appropriate catalog concerning each college or school of the University, phone, write, or visit:

**OFFICE of the
DIRECTOR of
ADMISSIONS
THE AMERICAN
UNIVERSITY**

Washington 16, D. C.

Telephone: WOODley 6-6111



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The
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Washington, D. C.

Volume 38, No. 2

November, 1961

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Academic Calendar

FALL SESSION

1961-1962

Classes begin	September 18
Veterans Day holiday	November 11
Thanksgiving recess	November 23-26
Last classes before Christmas recess	December 19
Christmas vacation	December 21-January 2
Classes resume	January 3
Final examinations	January 18-26
Fall session ends	January 27

1962-1963

Classes begin	September 17
Veterans Day holiday	November 12
Thanksgiving recess	November 22-25
Christmas vacation	December 20-January 2
Fall session ends	January 26

SPRING SESSION

1961-1962

Classes begin	February 5
Washington's Birthday holiday	February 22
Last classes before Spring vacation	April 14
Spring vacation	April 15-22
Classes resume beginning at 4 p.m.	April 23
Memorial Day holiday	May 30
Final examinations	May 28-June 6
University forty-eighth annual Commencement	June 10

1962-1963

Classes begin	February 4
Washington's Birthday holiday	February 22
Spring vacation (Except the Washington College of Law)	April 7-14
Memorial Day holiday	May 30
University forty-ninth annual Commencement	June 9

SUMMER SESSION

1961-1962

Class dates to be announced

Students are requested to see each Session Bulletin published prior to the session for a more detailed schedule. Any changes or adjustments necessary in the academic calendar above will be noted in the Session Bulletin.

The American University Bulletin is published by The American University, Massachusetts and Nebraska Avenues, Northwest, Washington D.C., monthly except in the month of July. Second class postage paid at Washington, D.C. Volume 38, Number 2, November, 1961.



Administrative Officers of the University	2
Accreditation	4
History	6
The American University and Methodism	7
Academic Organization	8
Facilities	9
Admissions.	10
Admission Requirements	11
Academic Information.	15
Financial Information	21
Scholarships.	24
Loans	27
Student Services.	28
Residence Facilities.	32
Student Activities	34
Alumni Association	36
The Corporation.	37

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Administrative Officers of the University

2

Hurst R. Anderson, L.H.D., LL.D., Litt.D.	President of the University
Donald Derby, Ph.D.	Vice President: Dean of Faculties
William O. Nicholls, M.B.A.	Vice President: Treasurer and Business Manager
Stafford H. Cassell, M.S.	Vice President: Administrative Assistant to the President
K. Brent Woodruff, M.A.	Vice President: Director of University Development
LeRoy Graham, B.D.	Chaplain of the University
Charles Van Way, Jr., M.B.A.	Dean of Students
Susan Olson, M.A.	Associate Dean of Students, Dean of Women
Ronald Jackson, M.S.	Dean of Men, Director of Housing
Patricia Schiller, M.A., LL.B.	Director of Testing and Guidance
Robert W. Jones, M.S.	Director of Placement
Joseph Neale, S.T.B.	Foreign Student Adviser
John Wakefield, B.S.	Director of Admissions
Lois E. Torrence, Ph.D.	Registrar
Anne Jensen, B.S. in L.S.	Librarian
Helen L. Chatfield	Archivist of the University
Ruth E. Johnson	Bursar
Merrill Ewing, M.B.A.	Controller



Schools and Colleges

Ralph C. John, Ph.D.	Dean, College of Arts and Sciences
Nathan A. Baily, Ph.D.	Dean, School of Business Administration
Katheryn Seckler-Hudson, Ph.D.	Dean, School of Government and Public Administration
Ernest S. Griffith, D.Phil., Litt.D.	Dean, School of International Service
John S. Myers, LL.B.	Dean, Washington College of Law
Richard W. Van Wagenen, Ph.D.	Dean, Graduate School
Richard M. Bray, M.A.	Associate Dean of Faculties; Dean, Division of General and Special Studies

Accreditation

The American University is accredited by the Middle States Association of Colleges and Secondary Schools and by the University Senate of The Methodist Church.

It is a member of the Association of American Colleges, the American Council on Education, the Association of Urban Universities, the Association of University Evening Colleges, the National Intercollegiate Athletic Association, the Midwest Conference on Graduate Study and Research; and approved by the American Association of University Women.

The University's Washington College of Law is a member of the Association of American Law Schools and is approved by the American Bar Association.

The School of Business Administration is a member of the Middle Atlantic Association of Colleges of Business Administration.

The Department of Education in the College of Arts and Sciences is a member of the American Association of Colleges for Teacher Education.

The Wesley Theological Seminary is accredited by the American Association of Theological Schools and by the University Senate of The Methodist Church.





Study in the Nation's Capital

Washington is an unique city. As the capital of the United States, it holds a position of national leadership and international significance. It is a city of exciting persons, places, and events. These factors combine with the academic program of The American University to offer an opportunity for learning which is truly exceptional.

Centered in Washington are the functions of our Federal government—executive, legislative, and judicial—each with its complexity of responsibilities. Drawn inevitably to this focal point of government are the complements which make Washington an international community representative of the traditions of nations in all parts of the world. Foreign governments maintain staffs in Washington. Business, cultural, and educational groups also send representatives to the Capital. The cosmopolitan character of the Nation's Capital is reflected in the composition of the University's student body. Students dressed in the colorful native apparel of their homelands are a familiar sight on the campus.

Washington offers the student a rich cultural environment. The National Gallery of Art contains collections of works which reflect the artistic efforts of several civilizations. The National Symphony Orchestra affords year-round musical entertainment of a high caliber. The Smithsonian Institution boasts a wide variety of collections and exhibits of interest to every visitor. These and other permanent attractions, in addition to lectures, musical artists, and drama and ballet companies on tour, give the city its impressive cultural background.

Washington's library facilities provide a wealth of material for research and study. The Library of Congress houses perhaps the most famous collection of books in the world. The Folger Shakespeare Library and the National Archives, along with the collections of many other agencies, contribute to conditions congenial to scholarly achievement.

The Nation's Capital is a center of scientific activities. The National Science Foundation and the Atomic Energy Commission administer massive programs of research and development. Other agencies as the National Aeronautical and Space Administration and the National Institutes of Health work tirelessly at the frontiers of scientific theory and application. Many students gain invaluable experience through these institutions during their University careers.

Washington is the scene of much religious activity. Most faiths have national shrines which stand in majestic testimony to the place of religion in American life. The various religious interpretations represented provide an environment within which each student can formulate his own spiritual values.



History

The American University was chartered by act of the Congress of the United States on February 24, 1893. Its founder, Methodist Bishop John Fletcher Hurst, and his colleagues wished to establish in the Nation's Capital a Protestant-oriented institution of higher learning devoted specifically to graduate-level work. The 75-acre tract chosen for the uptown campus is on the site of old Fort Gaines, an historic Civil War military installation.

The University was officially dedicated on May 14, 1914, at ceremonies in which President Woodrow Wilson and a distinguished group of statesmen, educators, and churchmen participated. The first degrees (a master's degree in agricultural economics and two doctor's degrees in agricultural chemistry) were awarded at the commencement in 1916.

In 1919 the University began to purchase buildings at a downtown location to provide facilities closer to the area in which most business and government offices were concentrated. These would be devoted to the after-hours education of government workers and other members of the Washington community. The Downtown Center continues to serve as a convenient location for the part-time student.

In 1926 another significant step was taken in the development of the University. It was in that year that the College of Liberal Arts, now the College of Arts and Sciences, was established on the uptown campus and programs leading to undergraduate degrees were introduced.

The Washington College of Law became an integral part of the University in 1949, having been the first coeducational institution for the professional study of law in the District of Columbia. Succeeding years have witnessed the establishment of other professional schools—the School of Business Administration (1955), the School of Government and Public Administration (1957), and the School of International Service (1958). The Division of General and Special Studies was created in 1957 and charged with the responsibility for the supervision of non-degree students and the coordination of campus and off-campus offerings primarily for these students. Wesley Theological Seminary, one of the ten theological schools of The Methodist Church, also is located on the campus. The American University of today is a community of schools and colleges united by a bond of common educational objectives.

The American University and Methodism

The American University is Methodist in origin and largely Methodist in support. When the University was chartered by special Act of Congress, its Methodist sponsorship was recognized by a provision in the Act requiring two-thirds of the membership of its Board of Trustees to be members of The Methodist Church. As an official agency of The Methodist Church and related to the Church at large, the University is a "national Methodist university."

The American University was the result, to a large degree, of a conviction on the part of Bishop John Fletcher Hurst that there was a great need for a Protestant church-related educational institution in Washington of the highest academic quality, and that it was the duty and privilege of The Methodist Church to assume leadership in establishing such a university. Bishop Hurst himself selected the beautiful 75-acre site in northwest Washington and purchased the property that composes the uptown campus. With the University's incorporation Bishop Hurst became the first Chancellor; the University's first building, erected to house the College of History, was named for him.

In recent years The American University has strengthened its affiliation with The Methodist Church. In 1952 it accepted a quadrennial grant of \$100,000 from the General Conference. The grant was renewed in 1956, and an additional \$1,000,000 was appropriated for the establishment of the School of International Service. The following year President Dwight D. Eisenhower was the principal participant in the ground-breaking ceremonies, and in the fall of 1958 the School was opened for its first classes.

In 1956 the University took another step in its re-dedication to Methodism by deeding ten acres of its campus at Wesley Circle to Westminster Theological Seminary, now Wesley Theological Seminary. The Seminary moved from Westminster, Maryland, when the first of its new buildings in Washington was ready for occupancy in 1958.

In 1961 Sibley Memorial Hospital moved to a new location near the University campus. The Hospital was founded in 1891 by the Woman's Home Missionary Society of The Methodist Episcopal Church and receives part of its support from Methodist Church groups. Adjacent to the new Hospital is the Lucy Webb Hayes School of Nursing.

Directly across Nebraska Avenue from the campus is Metropolitan Memorial Methodist Church. The large stone structure is the scene of many University functions, including the annual Baccalaureate service. The minister of Metropolitan Church and the presidents of Sibley Hospital and Wesley Seminary are members of the University's Board of Trustees.

The concentration of Methodist institutions in the area of The American University is a part of the plan for a center of Protestant culture and learning in the Nation's Capital. Recently the Methodist Board of Temperance acquired 19 acres of property adjoining Metropolitan Memorial Methodist Church. The land will be available for use by Methodist enterprises as part of the national Protestant Center. Other Protestant denominations have indicated their interest in this Protestant Center oriented around The American University. The National Cathedral of the Episcopal Church and its affiliated schools are only a few blocks away on Massachusetts Avenue. The new Baptist Home is even nearer, and the Presbyterian Church has recently purchased a large tract of land within walking distance of the University for the development of a national center.



Academic Organization and Faculty

The American University is organized into 6 major schools. These are the College of Arts and Sciences, the School of Business Administration, the School of Government and Public Administration, the School of International Service, the Graduate School, and the Washington College of Law. Two units affiliated academically with the University are the Wesley Theological Seminary, located on the campus, and the Lucy Webb Hayes School of Nursing at Sibley Memorial Hospital, one mile west of the University.

8

Supplementing the offerings of the six schools is the Division of General and Special Studies, which is responsible for the non-degree student—any student who is not working toward a specific degree. It provides special course work, institutes and other non-degree programs. It has responsibility for University extension work in the Washington Metropolitan Area, supervising course work at some 13 locations.

Serving the various schools of the University each semester are approximately 500 faculty members. Two hundred and fourteen of these devote full-time to the teaching profession. In addition to the full-time faculty, the University benefits from the knowledge and contacts of a distinguished part-time faculty available only in Washington. This part-time faculty is made up of men and women whose abilities and achievements have brought them to the Nation's Capital in various responsible capacities both in and out of government.

The College of Arts and Sciences is divided into five divisions: (1) the Division of Humanities, including departments of English, languages and linguistics, and philosophy and religion; (2) the Division of Sciences and Mathematics, including departments of biology, chemistry, earth sciences, mathematics and statistics, and physics; (3) the Division of Social Sciences, including departments of economics, history, psychology, sociology and anthropology, and the area of political science; (4) the Division of Education, including departments of education, and health, physical education, and recreation, and the area of nursing education; and (5) the Division of Fine and Communicative Arts, including departments of fine and applied arts, journalism and public relations, music, and speech arts, which includes drama and radio-television. The program of political science is offered by the College with the cooperation of the School of Government and Public Administration and the School of International Service.

University Facilities

The American University has an uptown campus of 75 acres in the north-west residential section of Washington at Massachusetts and Nebraska Avenues, and also a Downtown Center, near the government and business community of Washington, located on F Street, between 19th and 20th Streets, N.W., and at 2000 G Street, N.W.

The major portion of the University's facilities is on the uptown campus. These include: seven dormitories, with one more now under construction, seven classroom buildings, several administration centers, separate physical education facilities for men and women, an art gallery, a radio-TV station, an infirmary, fraternity houses, an indoor swimming pool, an outdoor athletic center consisting of baseball field, track and soccer fields and tennis courts, and boiler plant and maintenance facilities. Also located on the University grounds is the campus of Wesley Theological Seminary with its five major buildings.

At the Downtown Center are located the offices of the Graduate School and the School of Government and Public Administration. The Washington College of Law is also downtown at 2000 G Street, N.W.

Two libraries are maintained by the University, one on the uptown campus and the other at the Downtown Center. Approximately 172,200 volumes are distributed between the two locations. The library of the Washington College of Law has some 27,000 volumes and Wesley Theological Seminary has more than 30,000 volumes in its library.



Admissions

Applications and all required supporting credentials for admission to any undergraduate or graduate degree program at The American University should be sent to the Office of Admissions, The American University, Washington 16, D.C.

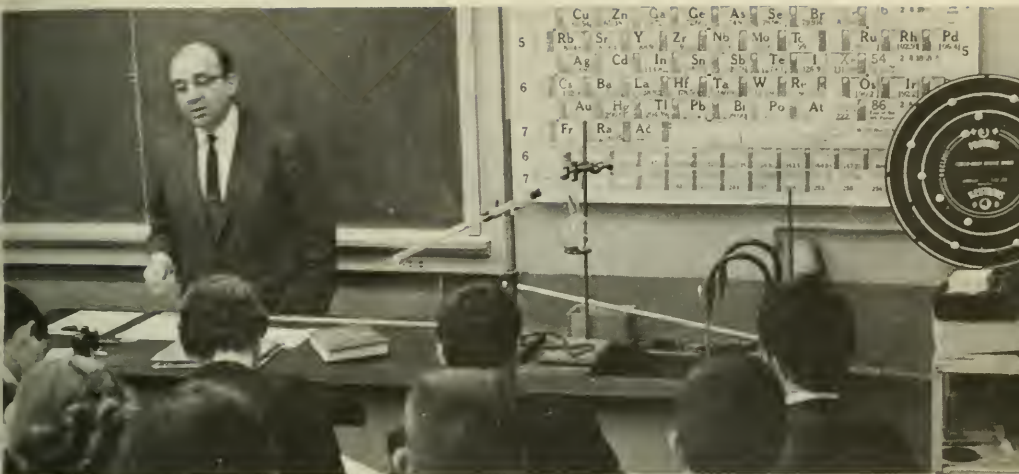
Application for admission may be made for any session—fall, spring or summer. Preferred consideration will be given to those applications received by April 1 for the fall, December 1 for the spring, and June 1 for the summer from students who will require housing; and to those applications received by August 1 for the fall, January 1 for the spring, and June 1 for the summer from commuting students.

All applicants, full-time and part-time, undergraduate and graduate, must submit: (1) the appropriate formal application for admission, (2) a personally executed and signed Report of Medical History, (3) a recent photograph, and (4) a non-refundable application fee of \$15.00.

In addition, it is the applicant's responsibility to request that official transcripts of *ALL* previous schooling be sent directly to the Office of Admissions. A FRESHMAN must provide the official secondary school transcript, as well as the Scholastic Aptitude Test results of the College Entrance Examination Board. The English Achievement Test of the College Entrance Examination Board is also recommended. TRANSFERS must provide official transcripts of *ALL* previous college work and an official secondary school transcript as well if less than 60 semester hours of college work have been completed. GRADUATE DEGREE CANDIDATES must provide official transcripts of *ALL* previous college work, undergraduate and graduate (if any). If the Graduate Record Examination has been taken, please have the results submitted.

Official transcripts are those sent directly to the Office of Admissions by the appropriate administrative officer of the other institution concerned. Transcripts will *not* be accepted if submitted by the applicant.





Admission Requirements

Freshman Standing. Graduates of approved secondary schools who have completed 15 acceptable units (at least 12 of which must be academic or college preparatory in nature) with a minimum grade average of "C" or its equivalent and who rank in the upper half of the graduating class will be considered for freshman standing in the College of Arts and Sciences, the School of Business Administration, and the School of Government and Public Administration.

11

The freshman class in the School of International Service is limited in number. Consequently, the applicant for freshman standing will be considered if he: (1) has a minimum grade average of "B" or its equivalent, or (2) ranks in the top quarter of the graduating class, or (3) has above average scores on the Scholastic Aptitude Test of the College Entrance Examination Board in the event that his record does not satisfy the above requirements.

Applicants for admission to the School of International Service who fail to satisfy the minimum requirements or who cannot be admitted because the class is filled will automatically be considered for admission to the Political Science program in the College of Arts and Sciences. (See the College of Arts and Sciences catalog for more specific information.)

Early Admission. Under the University's Early Admission program, students of superior ability and achievement who possess the necessary social maturity may be considered for admission to freshman standing at the time they would normally enter the twelfth grade. In addition to the usual admission credentials (including the completed official secondary school transcript through the eleventh grade), an interview is required with a group of our faculty. Each case is individually considered. Inquiries should be addressed to the Director of Admissions.

Advanced Standing. Graduates of approved junior colleges or students with acceptable records in other approved colleges and universities may apply for transfer admission with advanced standing. Such applicants must have maintained a satisfactory academic average and be in good standing at the institution previously attended. Normally, credit will be granted for courses which have been completed with a minimum grade of "C" or its equivalent

if the courses are comparable in content to courses offered at The American University. Junior college graduates may transfer a maximum of 63 semester hours credit.

Advanced Placement Program. An increasing number of secondary schools are participating in the Advanced Placement Program of the College Entrance Examination Board which permits its students to take college level courses in some basic academic fields as part of the twelfth grade program. The American University considers the examination results of participating students for purposes of granting advanced standing credit and/or advanced placement.

Graduate Status. Admission to graduate study is open to students who hold bachelor's degrees from regionally accredited undergraduate colleges or universities and whose academic performance and other qualities indicate



promise of success in an advanced degree program. In very exceptional cases applicants who do not meet these qualifications may be considered for admission on the basis of standardized tests or other credentials which indicate background and ability to meet the requirements in a program of advanced study.

Admission to graduate study does not constitute admission to candidacy for a graduate degree. For more details consult the Graduate School Catalog.

Non-Degree Students. A student who does not plan to enroll in a degree program at The American University may apply for admission to courses for which he has the necessary background and special qualifications. If admitted, his enrollment is in the Division of General and Special Studies.

A non-degree student who establishes eligibility for admission to full standing may use a limited number of credits earned in this status (not more than 30 undergraduate and not more than 12 graduate) to meet the requirements of a degree at the University if the courses are appropriate to the degree sought. Non-degree students (except auditors) must participate in all class activities and are held to the same standards of performance as degree students.

Auditors. Properly qualified students may be admitted to auditor status for study in certain specific fields. Such students will receive no grade or credit for this work.



Special Programs

The University operates a number of continuing programs of special interest which are closely related to the instructional programs of the various schools and colleges. These programs contribute significantly toward achieving the University's objective of making education a dynamic constructive force at the international as well as the national level.

Special Institutes. These short, intensive programs are primarily for adult students already established in their professions who desire to increase their knowledge of the theories and techniques of their special interests. Institute programs are developed in consultation with specialists of the area of concern and consist of formal lectures and seminar discussions, field and laboratory work, reading assignments, and research projects.

Washington Semester. Established in 1947, this is a program in which the University cooperates with ninety-seven colleges and universities throughout the nation. Each semester undergraduate honor students from other schools come to The American University to study government in action by means of a series of seminars, independent research work and courses, and field trips to governmental agencies.

Center for Diplomacy and Foreign Policy. The Center's first project is a training program for foreign service officers from nations established since 1945. This program, inaugurated in September, 1961, will continue until June, 1962. Other projects, as yet unannounced, will follow.

Special Operations Research Office. The University operates under contract with the Department of the Army the Special Operations Research Office, established in 1957 and since 1958 including the Foreign Areas Studies Division. This Office engages in research analysis and publication of specialized materials.

Center for Church Business Management. Believed to be the first such educational program offered by an institution of higher education, the



Center is sponsored by the School of Business Administration in cooperation with Wesley Theological Seminary. Credit courses, leadership conferences, and informal institutes are offered to clergymen and laymen of all denominations. Recognizing the growing trend in employment of full-time church business managers, the program provides instruction leading to advanced degrees in the field of business administration.

Training Program for Overseas Business Executives. The Business Council for International Understanding in cooperation with the School of International Service offers a program designed for United States business executives who are to be assigned abroad. The program aims to provide an understanding of the people of the host country, to promote an appreciation of the principal elements of our own civilization, to provide a working knowledge of the language of the country of assignment and to give some idea of the concrete situations—business, social, domestic—which will be encountered in the country.

Center for Technology and Public Administration. Sponsored by the School of Government and Public Administration, the Center provides institute and work-shop programs related to technology and administration. A specialized collection of reference materials is being expanded. Future plans call for increased research activities.

Public Affairs Laboratory. During the summer a special opportunity is offered to undergraduate and graduate students, teachers, government workers, and others to attend a Public Affairs Laboratory. This workshop combines background lectures, field visits and seminars with government officials introducing the student to the machinery of national policy formulation and execution through guided first-hand observation.

Off-Campus Study Programs. The University's Division of General and Special Studies conducts courses for credit and/or non-credit at various locations in the Metropolitan Washington area and in other parts of the country. These locations are: Aberdeen Proving Ground, Maryland; Amarillo Air Force Base, Texas; Arlington Hall Station; Arlington County Public Schools; Germantown, Maryland; David Taylor Model Basin; Fairfax County Public Schools; Fort Belvoir; Fort Leslie J. McNair; General Accounting Office; Melpar, Incorporated; Metropolitan Police Department; Montgomery County Public Schools; National Bureau of Standards; Quantico Marine Corps Base; Sibley Memorial Hospital; St. Elizabeth's Hospital; the Pentagon; the Smithsonian Institution; U.S. Naval Weapons Laboratory, Dahlgren, Virginia; and the Veterans' Administration. For information write the Director, Off-Campus and In-Service Programs, Division of General and Special Studies, The American University, Washington 16, D.C.



Academic Information

15

Academic Load. A full-time undergraduate student may register for 12 to 18 credit hours during the fall or spring sessions. Programs in excess of 18 credit hours may be approved at the discretion of the Dean for students whose cumulative grade average is B or above.

A full-time graduate student may register for no more than 15 credit hours in any fall or spring session.

A part-time student may register for no more than 10 credit hours in any fall or spring session if an undergraduate or generally for no more than 6 graduate credit hours if a graduate.

The course load permitted for full-time and part-time students in the summer sessions varies somewhat from the pattern described above. Specific details may be found in the summer session course announcement.

A student employed for more than 20 hours a week must register as a part-time student.

Registration. Prospective freshman students are given the opportunity to register by mail during the summer preceding their expected entrance to the University. In order to assist freshmen in selecting courses for their first semester's work, a corps of advisers will prepare tentative programs for them when they have returned their registration forms to the Coordinator of Freshman Counseling after indicating their first and second choices of subjects. Any program may be changed during the regular registration period if the student so desires.

The Dean may approve the registration of full-time undergraduate students as late as the end of the first week of classes in the fall or spring sessions if the petitioner (1) has been enrolled previously in the University, (2) can



show satisfactory cause for the delay, and (3) is in good standing. After the second full week of classes students may register only as auditors with the permission of instructors and the Dean.

Degree Requirements. Students are referred to their College or School catalog for specific information on the requirements of their degree programs. Though the University Faculty establishes minimum requirements, schools and departments in most cases determine the particular courses to be taken for a given degree. Also, the various academic units may impose requirements beyond the minimum established for the University as a whole.

Master's degree candidates must request permission for late registration from the Dean of the College or School in which the student is enrolled; Doctor's degree candidates, from the Dean of the Graduate School; and non-degree students from the Dean of the Division of General Special Studies.

Change of Status. Transfer from *course to course*, or from one section of a class to another, is not permitted until regular registration is closed nor after the second full week of classes.

Change from *audit to credit* may be made at the student's request before the end of the second week of classes. Thereafter, such changes may be approved by the Dean of the College or School or the Dean of the Graduate School, as the case may require, for valid reason and upon the recommendation of the instructor and the adviser.

Change from *credit to audit* may be made during the first four weeks of the session upon the student's request unless the student (1) is on probation or (2) is a veteran studying at government expense. Thereafter, such changes may be made only with the recommendation of the adviser and with the approval of the instructor and Dean.

Withdrawal. Official withdrawal from one or more classes or from a full program will be approved during the first two weeks of the session at the student's request. Thereafter, requests for official withdrawal will be approved only for reasons such as illness, necessity for leaving the city, changes in hours of employment (in case of part-time students), or such

similar causes beyond the student's control. The student must be doing passing work in the course or courses at the time of withdrawal. In the case of first-year students, withdrawal from one course of a full-time program may be approved at mid-term by the Dean if it is felt that this is in the interest of the student's progress toward his educational objectives.

Grading System. Grade definitions are as follows: A (3 points), Excellent; B (2 points), Good; C (1 point), Fair; D (0 points), Poor; F (minus one point), Failure; I, Incomplete (for reasons beyond student's control); and W, Official Withdrawal.

Academic averages are computed by dividing the number of quality points earned by the number of credit hours attempted. When a course is repeated, both grades stand separately on the permanent record and are computed into the student's cumulative index. In such cases, however, credit for the course is counted only once toward graduation requirements.

A grade of Incomplete (I) may be given when, for some reason beyond the student's control, course requirements are not met. This grade will be accepted by the Registrar only if accompanied by a statement from the instructor indicating what must be done to complete the course requirements; the student must arrange for the grade of Incomplete before the time of the final examination. Incomplete grades must be removed within one month after the end of the session in which the course is taken. Students who do not comply will receive permanent F grades. A \$5 fee is charged for each Incomplete.

Absences. The University expects class attendance of all undergraduate students. Absences must be justified to the instructors with the understanding that it is the student's responsibility, if excused, to make up whatever work has been missed.

Veterans and other students studying at government expense are subject to the loss of education benefits for excessive absences.

Class attendance for graduate students is voluntary.

Residence Requirements. The last 30 credit hours of course work for any degree must be done in residence, except in the case of the Master's degree, for which 6 of the total credit hours required may be transferred from another regionally accredited institution with the approval of the major department.

An undergraduate student who transfers from another institution with advanced standing in the field of the major is required to do a minimum of 15 credit hours of upper-level course work in the College of Arts and Sciences.

Reading and Research Courses. Undergraduate and graduate students may register for specialized reading and research courses for which they are qualified and which are appropriate to their programs.

An undergraduate student who wishes to enroll in these courses must be recommended by his department chairman; must have pursued the background courses essential to successful study of the proposed project; and must have completed 63 semester hours of college work, at least 6 of them in this University, with a cumulative academic index of 1.5 or better. Qualified undergraduate students may earn a maximum of 12 credit hours by independent study and may not register for more than two independent study courses during any session. Registrations will be accepted only during regular registration periods. Each course must be completed within a single session.

A graduate student recommended by his department chairman is eligible to register for a reading course after the completion of at least 6 hours of



approved graduate work in residence with an average of B or better, or for an independent research project (not for thesis purposes) after the completion of at least 12 hours of approved graduate work in residence with an average grade of B or better. No graduate student may apply more than 6 hours of work in a reading course, independent research course, in-service project or institute, or more than 9 hours in any combination of these courses, toward meeting the course hour requirements for the Master's degree. No more than 9 hours in one of these types of courses or more than 18 hours in any combination of them may be applied toward meeting the course hour requirements for the Doctor's degree. Graduate reading courses must be completed in no more than one session of work and research projects must be completed within one calendar year after registration.

Veterans' Information. All students who plan to attend The American University under the provisions of a veterans' educational program are urged to apply to the appropriate agency for necessary authorization well in advance of their registration date. The proper authorization should be presented at the time of registration. Veterans enrolling under P.L. 550 (Korean G.I. Bill) should be prepared to pay all expenses inasmuch as tuition payments are made directly to the veterans by the Veterans' Administration. Veterans who are unable to pay tuition in full at the time of registration may secure a partial deferment. All veterans are advised to anticipate a delay of approximately two months before receiving the first payment from the sponsoring agency.



Veterans and Physical Education. Veterans may be exempted from the physical education requirement for an undergraduate degree and may receive 1 hour of credit for each 6 months of service up to a 4-hour maximum. This credit is validated through the Admissions Office upon presentation of a record of service experience such as a certificate of honorable discharge or a certified statement of duty performed.

Correspondence Courses. The Schools and College of the University will accept on transfer, or for advanced standing, limited undergraduate credit earned through correspondence courses completed at accredited institutions. Credit may also be granted for United States Armed Forces Institute courses if earned prior to admission to the University.

Regulations Subject to Change. The University reserves the right to change the regulations stated in this or other published materials, or to cancel or change the course offerings and schedules given in this Bulletin at any time without notice.



Financial Information

Tuition—Tuition charges in effect during the year are as follows (except in the case of certain institutes and special courses for which a different charge is indicated in the description):

Full-time undergraduate students (12-18 hours).....	\$490 a session
Full-time non-degree students (11-18 hours).....	\$490 a session
Full-time law students (12-14 hours).....	\$400 a session
All other students.....	\$30 a credit hour

All full-time students enrolled in more than 18 credit hours of course work in the case of undergraduate or non-degree students and 14 in the case of law students will be charged \$30 for each additional credit hour.

Auditors pay the same tuition as students enrolled for credit and they are subject to all applicable fees listed below.

General Fees (not refundable)—The following fees are in effect during the year:

Application fee for all degree students (and for non-degree students seeking admission to a degree program).....	\$15
Student activities fee (required of full-time undergraduates, optional to others who participate in the University's athletic and social activities, not included in tuition)....	\$15 a session
Late registration (effective first day of session).....	\$5
Changes in registration	\$3 each
Late payment of financial obligations.....	\$5
Meal ticket replacement fee.....	\$3 each
Returned check fee (for personal checks not honored by bank)	\$3 each
Health fee (not charged separately to full-time undergraduate students, required of all others who wish to use infirmaries facilities)	\$10 a session
Deferred, special or makeup examinations, removal from record of incomplete grades.....	\$5 each
Examinations for validation of credit.....	\$5 a credit hour
General fee (applicable to law students only).....	\$6 a session
Admission testing	\$5 each test
Official transcripts (after first—not available during registration periods)	\$1 each

21

Fees for Graduate Students—The following charges are applicable to graduate students only:

Graduate study fee (optional for full-time and part-time graduate students who have completed course work and thesis seminar requirements)	\$30 a session
Tools of research examinations (with each application) ..	\$5
If taken <i>in absentia</i>	\$15
Comprehensive examinations (with each application)	
Master's degree	\$15
If taken <i>in absentia</i>	\$40
Doctor's degree	\$25
If taken <i>in absentia</i>	\$65
Supervision of thesis (if no thesis seminar is completed)	
Master's degree	\$90
Doctor's degree	\$180
Microfilming of theses or case studies	
Master's theses and case studies.....	\$25
Doctoral dissertations	\$35

Graduation fees—All candidates for degrees must pay, before May 15 of the year in which they receive their degree, the following graduation fees:

Associate degrees	\$10
Bachelor's degrees (except law)	\$20
Graduate and law degrees	\$25

Rental charges for academic regalia required during the Commencement exercises are in addition to the graduation fee.

Course and laboratory fees—Special fees are charged as indicated in the published description of the courses to which they apply. They are in addition to the usual tuition charges and are not refundable. A student responsible for breakage or damage to equipment in any class must pay for losses incurred before he will be admitted to the final examination.

Charges Payable in Advance—Charges must be paid or arrangements for deferred payments must be made with the Bursar before registration is completed. No student will be permitted to re-register or to receive credit for work completed, or a degree, unless all obligations have been paid in full. The Bursar will accept personal checks with the understanding that a charge of \$3 will be made for each check which is not honored by the bank on which it is drawn.

Deferred Payment Plans—Full-time students may arrange to pay one third of their tuition, fees, and room and board charges at registration and the balance in three equal payments. The charge for this deferred payment plan is \$7 for students living in University-operated dormitories and \$5 for students living elsewhere.

Part-time students registered for four or more credit hours of course work may arrange to pay one third of their tuition (but in no case less than \$50) at regis-



tration and the balance in two equal payments. The charge for this deferred payment plan is \$3.

A student who elects to use a deferred payment plan is responsible for making his payments in full at the office of the Bursar on or before the due dates. No bills will be sent. A student who does not make his payments on time will be assessed a \$5 fee for each late payment. Repeated failures to make payments when they are due will result in denial of future deferred payment privileges and may result in severance of the student's relationship with the University.

Cancellations and Refunds—Cancellations will be allowed only after the execution of withdrawal forms provided for the purpose by the registrar and the amount to be cancelled will be calculated as of the date received and signed by the Bursar.



A student permitted to withdraw from classes during the fall and spring sessions is entitled to a cancellation of charges for tuition in accordance with the following schedule:

Withdrawal during the first and second week of the session . . .	80%
Withdrawal during the third and fourth week of the session . . .	60%
Withdrawal during the fifth week of the session	40%
Withdrawal during the sixth week of the session	20%
Withdrawal after the sixth week of the session	none

Special course and laboratory fees are not refundable. Full-time undergraduate students permitted to withdraw are not entitled to refund of any part of the required student activities fee of \$15 a session.

Students who discontinue class attendance but who do not officially withdraw during the cancellation period will be responsible for the full amount of the applicable tuition and fees.

Estimated Total Expense for Year—Based upon the charges listed above and those relative to housing, the cost per year at the University is approximately \$2,000 for students residing on the campus and approximately \$1,100 for students living at home in the Washington Metropolitan area. For specific information on housing costs see page 32.

Charges Subject to Change—Charges listed in this announcement are subject to change at the beginning of any session.

Scholarships

The American University annually offers between 40 and 50 scholarship awards ranging from \$200 to \$1,000 per year to entering full-time freshman students. The recipients of these awards are those applicants who, in the opinion of the Committee on Undergraduate Scholarships, show the greatest promise of distinguished academic performance, possess outstanding leadership and citizenship qualities, and present evidence of financial need.

Scholarship awards are made for a period of a full academic year with equal amounts of one half the yearly stipend being credited toward the recipient's tuition for each of the fall and spring sessions.

Most awards may be renewed for the recipient's entire undergraduate program of studies provided this program does not exceed four academic years. Renewals are automatically considered by the Committee on Undergraduate Scholarships during the summer months and are based on the recipient's academic achievement (a "B" average is usually required for renewal) and general attitude and contributions as a member of the university community.

In order to apply, the following credentials are required by March 1: (1) the formal application for scholarship assistance, (2) a brief autobiographical sketch including reasons for submitting a scholarship application, (3) two letters of recommendation, and (4) all necessary admissions materials.

To qualify for consideration the applicant must: (1) have maintained at least a "B" average or its equivalent in the secondary school program, (2) rank in the top quarter of the class, and (3) present evidence of financial need.

24

General University Scholarships. Approximately 15 awards are available each year ranging from \$200 to \$1,000 per year. All qualified applicants are eligible for consideration.

National Methodist Scholarships. The Board of Education of The Methodist Church maintains 11 National Methodist Scholarships at The American University and acts upon recommendations of the University in the selection of recipients. These awards are in the amount of \$500 per year and may be held for no more than two years. Applicants must: (1) have been members of The Methodist Church for a period of at least one year, (2) have demonstrated an active interest in the work of the Church, (3) have a better than "B" average and rank in the top 5% of the class, and (4) give evidence of financial need. All inquiries should be made directly to the University Chaplain who serves as the National Methodist Scholarship officer.

Mary Graydon Scholarships. Ten awards are available each year ranging from \$500 to \$1,000 per year. These awards are made to graduating seniors of secondary schools in the Greater Metropolitan Washington Area.

Meyer Foundation Scholarships. These awards range from \$200 to \$1,000 per year. Preference is given to those applicants who are sons or daughters of career employees of municipal, state, or federal government (including the Armed Services).

Alumni Association Scholarships. Three full tuition scholarships are offered by The American University Alumni Association. Two of the awards, the Harold A. Golder Scholarship and the Will Hutchins Scholarship, are for undergraduate applicants while the third, the Frank W. Collier Scholarship, is for a qualifying graduate student. Applicants for all awards must be recommended by an alumnus of the University to be eligible for consideration.



The Scott Appleby Pre-Theological Scholarships. These scholarships are for students preparing for the ministry. The stipend covers the full amount of tuition. An average grade of "B" is required for eligibility to receive and to hold the scholarship.

Missionary Emergency Fund. Since 1950 the Missionary Emergency Fund, through R. S. Reynolds, Jr., has been giving the University a grant for scholarship and fellowship aid for missionaries on leave or for persons preparing for work in the field of missions.

DeLong Scholarship Fund. The income of this fund is to be used to assist a student, or students, worthy and qualified for scholarship aid, preferably in the School of International Service.

A number of graduate awards are open annually for students at The American University. They are based on high scholarship and good character and personality. Available are the following:

University Graduate Assistantships. Carrying full tuition for four courses each semester and a stipend of \$1,500.

Normally 15-20 hours of work per week is expected by the major department.

Departmental Graduate Assistantships. \$1,600 stipend and 6 credit hours free tuition each semester.

Several departments in the various Schools and Colleges offer assistantships. Approximately 20 hours work per week is expected of those who hold these awards.

Borden P. Bowne Scholarship. \$1,000 plus full tuition is available for a student pursuing graduate studies in philosophy.

Hall of Nations Scholarships. Half tuition for foreign students for study and internship in international agencies.

Massey Foundation Fellowships. \$1,000 to \$2,000 for graduate students who are Canadian citizens.

Reynolds Fellowships. Stipend of up to \$2,000 for a person training for missionary service.

American Security & Trust Company Fellowship. This grant is to be awarded to a master's candidate in Finance. A \$1,000 stipend. It also includes possible summer or post-degree employment with American Security & Trust Company, Washington, D.C.

Robert V. Fletcher Fellowship. Transportation fellowship with a stipend of \$2,000 for assisting in conduct of School of Business Administration's transportation institutes and other appropriate duties.

Cokesbury Awards. For Methodists who are U.S. citizens choosing a career in college teaching. Carries stipends of \$500 to \$2,500.

Washington Semester Scholarships. Open only to former Washington Semester students, but usable in any field. Carries full tuition for five courses.

Chesapeake Instrument Corporation Fellowship. For study in physics, offers stipend of \$2,000.

Zonta Club Fellowship. One fellowship for a woman preparing for a career in a profession, in need of financial aid, carries a stipend of \$400.

Aiken Fund Scholarships. This fund provides varying amounts for foreign students.

Harvard University Reciprocal Summer Scholarship. This scholarship carries full tuition for summer study at Harvard; it is open to graduating seniors and graduate students of The American University only.

In addition to the scholarships listed above, the following restricted and endowed scholarships are available; each application is reviewed to determine whether or not it satisfies the restriction or special stipulations required for consideration for these awards.

Leon M. Abbott Scholarships
Walter and Sarah Alexander Fund
(1927)

S. Emma Baer Memorial Fund (1937)

John A. and Mable S. Beckor Scholarship
(1928)

Lucius C. Bennett Scholarship (1944)

Louis C. and Lucy J. Brown Memorial
Fund (1947)

Mary Louise Brown Guild Scholarship

Mary E. Cochran Scholarship (1942)

Grace Markel Daish Scholarship

Joseph Dawson Scholarship (1954)

Charles H. and Ira Dean Memorial
Fund (1954)

Nancy Barnes-Devor Scholarship Fund
(1910)

Mary M. Dunham Scholarship Fund

Arabella Giffin Scholarship (1920)

Annie G. Hall Fund (1942)

G. E. Hammond Fund (1927)

Emma M. Hyam Scholarship

Hugh A. and Maggie Thompson Legg
Scholarship (1937)

Catherine Letts Scholarship Fund
(1926)

Minnie Letts Scholarship Fund (1926)

Accounting Fellowship

Morton J. Luchs Scholarship in Real
Estate

Ross Earl Maris Scholarship (1910)
John H. and Nannie C. Lucas Scholarship
Fund

Charles A. Norwood Memorial Scholarship
Fund

Dorothy T. Opdyke Memorial Scholarship
Fund

Carrie S. Oves Scholarship Fund
(1928)

Panhellenic Association of Washington
Scholarship

Effie Ritchie Scholarship (1929)

William W. and Eliza S. Ramsay Memorial
Fund (1927)

Scottish Rite Scholarships

George W. Townsend Memorial Scholarship
Fund (1928)

Women's Accounting Society Scholarship

Women's Advertising Club Scholarship

The American University Women's
Guild Scholarship (1929)

Belva A. Lockwood Memorial Scholarship

Marketing Fellowship

Jacob A. Kamerow Scholarship

Nelson P. Greller & Associates Industrial
Management Scholarship

Soroptomist Foundation Scholarships

Student Loan Programs

University Loans. The American University is prepared to lend students limited amounts of money to meet their educational obligations. Loans range from small short-term loans to a maximum loan equal to a semester's full tuition which carry interest charges.

Full-time students in good academic standing who demonstrate financial need are eligible for University Loans after satisfactorily completing one semester at the University.

National Defense Education Act Loans. Under the provisions of this Act, a student may borrow for college expenses up to \$1,000 during any one year and up to \$5,000 during his entire course in higher education.

The borrower must be a full-time undergraduate or graduate student in need of the amount of his loan to pursue his education, be a U.S. National and, in the opinion of the University, must be capable of maintaining good standing in his course of study. Special consideration is given to superior students who express a desire to teach in elementary or secondary schools, and whose academic background indicates a superior capacity or preparation in science, mathematics, engineering, or a modern foreign language.

Repayment of the loan must be completed within a ten-year period, to commence one year after the borrower ceases to be a full-time student. No interest on the student loan may accrue prior to the beginning of the repayment schedule, and interest thereafter is to be paid at the rate of 3 per cent per annum. The borrower's obligation to repay his loan is to be cancelled in the event of his death or permanent or total disability. Up to 50 per cent of his loan (plus interest) may be canceled in the event the borrower becomes a full-time teacher in a public elementary or secondary school. Such cancellation is to be at the rate of 10 per cent a year up to 5 years.

27

The applicant must comply with the following:

1. He must have been accepted for admission to the University.
2. He must complete application for the loan.
3. He must appear for a personal interview before the Student Loan Board.

If his application for loan is approved the student may, at the time of matriculation, draw upon the funds encumbered in his name.

The Methodist Student Loan Fund. The Board of Education of The Methodist Church in Nashville, Tennessee, maintains a national student loan fund for qualified Methodist students. These loans bear 1 per cent interest until the student leaves college. Thereafter the interest rate is 3 per cent until repaid.

Harold E. Davis Loan Fund. This fund was established in honor of Dr. Harold E. Davis, Professor of Latin American Studies in the School of International Service and former Dean of the College of Arts and Sciences, to provide small short-term loans to students with emergency needs.

Information. Inquiries about University Loans and National Defense Education Act Loans should be addressed to the Dean of Students, The American University, Massachusetts and Nebraska Avenues, N.W., Washington 16, D. C. Application forms will be sent on request.

Inquiries about the Methodist Student Loan Fund should be addressed to the Chaplain, The American University.

The Harold E. Davis loan fund is administered through the Office of Student Personnel.



Student Services

28

Counseling is one of the important relationships through which students and faculty work together in the achievement of educational goals. This function receives close attention at The American University.

Personal and Social Counseling. The Dean of Students, the Dean of Women, the Dean of Men, the Residence Counselors and organizational advisers, and a corps of other advisers coordinate their work through the Office of Student Personnel. Their basic concern is to assist with personal and social adjustment and to help students derive educational value from their extra-curricular activities. The Office of Student Personnel is the center to which students may turn with questions which are non-academic in character.

Freshman Counseling. The Associate Dean for University Requirements in the College of Arts and Sciences works with the deans of the various Schools and Colleges in the administration of the freshman academic counseling system. Incoming freshmen are assigned in small numbers to faculty members for guidance in their academic programs. These students remain with these advisers through their first two years or until after the declaration of a major, at which time they may be assigned to an adviser in one of the instructional departments.

Program Counseling. The chairmen of the departments of instruction direct the academic counseling of those who are specializing in their respective fields. Students are encouraged to select majors as early as possible in their college careers so that advisers from the area of proposed specialization may be assigned. A major field of study must be declared by the beginning of the junior year, or in the case of a part-time student, upon the completion of 63 credit hours of undergraduate work.

Counseling in Residence Halls. The activities in the residence halls on The American University campus are directed by the Resident Counseling Staff under the supervision of the Dean of Women and the Dean of Men.

In women's dormitories there are full-time staff residents who are assisted in their counseling roles by graduate students. In men's residence halls at least two graduate or senior undergraduate students provide supervision. The primary role of the resident counseling staff is to advise the student governing bodies in each unit in the direction of their various educational, social, and cultural activities, and to assist individual students in their adjustment to college life.

Foreign Student Adviser. The Foreign Student Adviser assists foreign students with their special problems and represents their interests in the program of the University.

Student Responsibility. The function of counselors is to attempt to help individuals help themselves. It is assumed that the student is responsible finally for the planning and pursuit of his own educational program. He is also responsible for maintaining and preserving the high standards of the University and for observing all the rules and regulations.

Leadership Training Program. A Student Leadership Training Program was started two years ago. The purpose of the program is two-fold—to provide an opportunity for students to discuss the practical problems of leadership as they relate to groups in which they hold membership and to develop an educational program which includes an understanding of the philosophy of leadership as well as the development of specific skills in leadership techniques. Seminars are held weekly for one hour and are conducted by trained persons in the Office of Student Personnel.

Health Services. Infirmary. During the fall and spring semesters the University infirmary provides ordinary medical care and advice for most minor illnesses to full-time undergraduate students. Other full-time students who pay the health fee of \$10 a semester are also eligible for this service.

Students eligible for treatment may receive seven days' free care per college year in the University infirmary. Any period beyond seven days will be charged for at the rate of \$5 per day plus meals. Those students having meal tickets will not be charged for meals. Students not having meal tickets will be charged for meals at all times.

Costs of X-ray examinations, special medications, appliances, application of casts, operating room and anesthetic charges, as well as fees for specialists and surgical services, must be paid by the individual student. There is a 24-hour coverage of the Infirmary by registered nurses. A doctor is on duty two hours per morning and on 24-hour call. A consulting psychiatrist is on a weekly visiting schedule.

Student Accident Insurance Plan. A Student Accident Insurance Plan is offered by the University at a cost of \$5 for the school year. This provides coverage for the student from the time he leaves home in the fall until his return in the spring. A 12-month policy costing \$6.50 is also available. This plan covers medical expenses up to \$500 per accident, including those in intramural and extramural sports. More detailed information about this plan may be obtained from the Office of Student Personnel.

Physical Examination. Full-time undergraduate students entering the University must submit with their application for admission a report of medical history. A physical examination is required following acceptance and prior to registration.

Dining Facilities. The University dining facilities are located in Mary Graydon Center. In addition to the large and spacious cafeteria, there are private dining rooms for use by student organizations and the faculty.

Well-balanced and nourishing meals are served throughout the day at



regular meal hours in the cafeteria and all day in the coffee shop. The coffee shop remains open in the evening and on Sunday when the cafeteria is closed.

Optional meal contracts are available which entitle students to breakfast, lunch and dinner. Meal tickets become effective on the first day of classes in each semester; they are not in effect after the last day of final examinations in each semester. The charge for a five-day contract (Monday through Friday) is \$195 per semester and the charge for a seven-day contract (excluding the Sunday evening meal) is \$250 per semester.

Refunds for meal tickets in cases of approved withdrawal will be prorated on a weekly basis.

Placement and Vocational Guidance Center. The University maintains a Placement and Vocational Guidance Center which has responsibility for part-time student employment and full-time career placement. The Director of the Center and the Director of Testing and Guidance in the Office of Student Personnel will assist students in determining their fields of individual competence. The Placement Center will assist both students and alumni.

Jobs cannot be reserved in advance. Students interested in part-time employment should register in person at the Center after their arrival at the University. Employment opportunities are available on the campus, in the nearby area, and in the Washington, D.C. area. Students are encouraged to work, but are cautioned not to overburden themselves. The University limits the full-time student to a maximum of 20 hours per week of employment.

Inquiries about employment should be addressed to the Director of Placement and Vocational Guidance, Office of Student Personnel, The American University, Washington 16, D.C.

Mail Service. The University Supply Store on the Campus maintains individual mail boxes for student use. Students may rent mail boxes for \$1 per semester and \$.50 during the summer session. Mail is delivered once a day to each dormitory for those resident students not having individual boxes in the Supply Store.

In order to insure prompt delivery of mail, students should be sure to include their mail box number or dormitory name in their University address.

Orientation. All new full-time undergraduate students are required to be present during an orientation program which is conducted during the



week preceding the beginning of classes. The purpose of this program is to acquaint new students with the University's campus, students, and faculty. Each student is assigned to a group with a faculty adviser and a student sponsor to facilitate the program and to give students a better opportunity to become acquainted with the University.

Printed material, including a student handbook, is sent to all prospective new full-time undergraduate students. This material outlines in detail the schedule of orientation activities.

University Supply Store. Students may purchase books and other school supplies at the University Supply Store, both on the Uptown Campus and at the Downtown Center. Costs of such books and supplies for a full-time student are estimated at \$85 per year. Newspapers, magazines, cosmetics and toiletries, cards, stationery, paperback books, and wearing apparel with school insignia may also be purchased in the Supply Store on the Uptown Campus.

Bursar's Office. The University does not provide banking facilities for students. The Bursar's Office will cash checks up to the amount of \$50. There are several banks within walking distance of the University where students may open personal checking accounts.

Linen Rental. A linen rental service is available for \$15 per semester. This charge includes two sheets, one pillow case, and two bath towels per week. Arrangements for this service can be made in the Campus Store when students arrive at the University.

Residence Facilities

Residence Hall accommodations are available for more than 1100 students at The American University. All freshman women students who have less than 30 semester credits are required to reside in University supervised residence halls unless they live with parents, relatives, or close family friends who will accept full responsibility. Students not living at home and desiring to live with relatives or family friends must receive permission from the Director of Housing.

Freshmen men students are required to reside in University supervised residence halls as long as there is space available. If rooms are not available at the beginning of the semester, freshman men, with permission of the Director of Housing, may make arrangements to live off campus in private homes. All financial arrangements must be made directly with the homeowner.

Application. Application for a room in a residence hall should not be made until after the student has received his official acceptance to the University. The application should be addressed to the Director of Housing, The American University, Washington 16, D.C. It should be accompanied by a room deposit of \$75.

Students who cancel applications prior to August 1 (if the application is for fall occupancy) or prior to December 15 (if the application is for spring occupancy) will be entitled to a refund of \$50. Those who cancel applications after this date forfeit the total deposit. A student who has made the \$75 deposit and who occupies the room reserved will be credited with \$50 on the bill for the first semester attended. The remaining \$25 of the room deposit will be held over from semester to semester as long as he continues in residence. Within 30 days after graduation or after approved withdrawal from the University residence halls, the \$25 will be refunded, less any unpaid obligations.

Occupancy. Students may move into University residence halls at the beginning of the official registration period. For more detailed information see the current Session Bulletin.

Students may not remain in University residence halls during the Christmas and spring vacations without permission of the Director of Housing. A charge will be made for occupancy during these periods at the rate of \$2 a night, the total charge during any single vacation period not to exceed \$12.

Students residing in residence halls must observe all University regulations and will be held responsible for any damage to rooms or furnishings during their period of occupancy.

Furnishings. All residence halls are attractively furnished and contain lounges, television viewing areas, and laundry facilities. Rooms in both men's and women's halls are equipped with beds, clothes chests, desks, and chairs. Ample closet space is provided. Electrical equipment must be limited to small appliances such as clocks, radios, irons, razors, lamps, and small fans.

In each residence hall area there is a coin-operated washer and dryer for the convenience of students. The University Supply Store provides a linen rental service at the rate of \$15 per session. Arrangement for this service should be made upon arrival on campus. Limited maid service is provided weekly in all residence halls. Students are expected to maintain their own rooms at all other times. Cooking is not permitted in students' rooms.



Dormitory Rate Schedule

<i>Session rates (excluding vacations)</i>				
<i>Women:</i>	<i>Single</i>	<i>Double</i>	<i>Triple</i>	<i>Quadruple</i>
Clark Hall	—	—	\$160	—
Hamilton Hall	\$215	\$175	\$160	—
Hughes Hall	—	\$175	\$160	—
			(suites \$190)	
McDowell Hall	—	—	\$160	—
Roper Hall	—	—	\$160	—
<i>Men:</i>				
Gray Hall	—	—	\$160	—
Mary Graydon Center	—	\$175	\$160	\$145

Accommodations in Private Facilities. A register of furnished rooms for single men and women in private homes and rooming houses is maintained by the Housing Office for students not required to live in University residence halls. These rooms are convenient to both uptown and downtown campuses and to public transportation. It is not possible for students to obtain listings by mail; it is advisable that rooms be engaged only after personal inspection. There is no charge for this service to either the student or the landlord. Rentals range from \$40 to \$50 per month. In some cases arrangements may be made for both room and board at a proportionately higher rate.

The Housing Office also maintains a listing of furnished apartments and houses for married students. General assistance in locating suitable accommodations is provided.



Student Activities

The academic program is complemented by a wide range of extracurricular activities and organizations which enrich the experience of the student; these provide significant opportunity for the development of leadership qualities and for experimentation in democratic processes. Through the Office of Student Personnel this important part of student life is related integrally to the educational objectives of the University.

The Student Association. The Student Association is an organization of all the full-time undergraduates enrolled in all of the schools and colleges of the University. Part-time students may also belong by paying an activity fee in addition to the regular tuition charge. The Student Association annually elects officers and through the College Council, an elected executive body, co-ordinates the activities of the many religious, social, academic, and honorary organizations. Residence councils assume an important role in residence hall administration. The social fraternities and sororities on campus are under the direction of the Inter-Fraternity or the Panhellenic Councils and the Dean of Students.

Departmental Organizations. Many academic departments sponsor clubs and activities related to the subject matter areas which they represent. These include The American University Players, the Biology Club, the Chemistry Club, The American University Chorus, The American University Orchestra, Der Deutsche Verein, the Economics Club, the Forensic Society, the Student National Education Association, the History Club, the International Relations Club, the Junior Alliance Francaise, the Music Club, Pan Ethnon (International Relations), the Pan American Club, the Philosophy Club, the Political Club, Radio Station WAMU, the Society for Advancement of Management, the Marketing Club and the Sociological Society.

Professional Fraternities. Membership in professional fraternities is one of the privileges open to students who share common professional objectives. These organizations are national in scope with local chapters constituted under the authority of the Student Association. The following professional groups are represented on the campus: Alpha Eta Rho (international aeronautical fraternity), Delta Phi Alpha (German), Delta Sigma Rho (debate), Kappa Delta Epsilon (education—women), Kappa Phi Kappa (education—men), Pi Delta Epsilon (radio and journalism), Sigma Delta Chi (professional journalism), Rho Epsilon (real estate), and Pi Sigma Epsilon (marketing, sales management and selling).

Honorary Organizations. One of the most coveted distinctions of college life, usually associated with the junior and senior years, is that of election to one of the honor societies. These societies recognize outstanding achievement in the fields of academic performance and leadership. Membership is necessarily limited because of the high standards characteristic of these organizations.

The honor societies at the University include Alpha Psi Omega (dramatics), Beta Beta Beta (biology), Cap and Gown (leadership and scholarship—women), Chi Psi Omega (graduate men), Omicron Delta Kappa (leadership and scholarship—men), Phi Alpha Theta (history), Phi Delta Gamma (graduate women), Pi Gamma Mu (social science), Pi Sigma Alpha (political science), Psi Chi (psychology), Theta Sigma Phi (journalism—women), and the University Honor Society (scholastic).

“A” Clubs. Men’s “A” Club—Varsity players who earn University athletic letters or other athletic awards through participation in intercollegiate sports are eligible for membership in the Men’s Varsity “A” Club.

Women’s “A” Club—The purpose of the Women’s “A” Club is to stimulate and develop a university program of sports for women through intramural and intercollegiate competition. These activities are designed in the interest of developing skills, recreational interests, group participation, and student leadership. Membership in the Women’s “A” Club is granted through points earned for participation in both intercollegiate and intramural sports.

Political Clubs. The Young Democrats—This club is endorsed by the National Young Democratic Federation of America. The members attend semi-monthly meetings, rallies, and conventions. They also actively participate in the promotion of candidates of the Democratic Party.

The Young Republican Club—This club is composed of students interested in current political events. It is an active organization which promotes the ideals of the Republican Party.

Religious Organizations. On The American University campus, many religious faiths and denominations have organized clubs. These clubs are: the Baptist Student Union, the Canterbury Association, the Christian Science Organization, Fellowship of Young Churchmen, Hillel, Lutheran Student Association, the Methodist Student Movement and the Newman Club.

Athletics. The University competes in ten intercollegiate sports. These include Soccer, Cross Country, Basketball, Wrestling, Swimming, Tennis, Track, Golf, Baseball and Crew. In addition, a wide program of intramural activities offers each student an opportunity to engage in the one of his choice.

“Greeks.” Panhellenic Council—This Council is the governing body for the five national social sororities at The American University. It is composed of representatives from Alpha Chi Omega, Alpha Epsilon Phi, Delta Gamma, Kappa Delta, and Phi Mu. The Council promotes friendly relations among the sororities and governs their group activities to help them attain their mutual goals and be of credit to the University.

Interfraternity Council—The governing body of the fraternity system on The American University Campus is composed of two voting delegates from each fraternity. These include: Alpha Sigma Phi, Alpha Tau Omega, Phi Sigma Kappa, Phi Epsilon Pi and Tau Epsilon Pi. The purpose of this organization is to promote and develop a greater understanding of the fraternity system.

Other Student Activities. The cultural life of the campus is enriched through regular chapels and convocations, concerts and recitals, theatre productions, and numerous events which bring distinguished persons to the University community.



Alumni Association

36

The American University Alumni Association is composed of: (1) any graduate of the University or any of its affiliated schools; (2) any non-graduate who has completed twenty-four (24) hours of undergraduate or graduate work at the University and who is no longer in attendance; and (3) recipients of honorary degrees. Membership in the Association is automatic when any one of the above qualifications is met.

There are no dues for Alumni Association membership. However, during the year the Association conducts its Annual Giving Program, asking alumni for support of any one of several specific or general projects of benefit to the University.

Each year the Alumni Association provides three (3) scholarships for students. One, the Collier Award, is for \$800 for a graduate student recommended by an alumnus and the other two are the Hutchins and Golder full-tuition Scholarships for undergraduate students.

The Alumni Association communicates with its members by means of two publications. *The Lodestar* is the official magazine of the Association; its contents consist primarily of alumni news, and it is sent to all alumni quarterly. *The A.U. Report* is an official publication of the University; it is sent quarterly to several university groups, including alumni. The content is devoted to general news of the University.

During the year the Alumni Association conducts functions for the benefit of the Alumni body. Homecoming in the fall, Alumni Day in the spring, and various lecture series during the school season are examples of this activity.

At the Alumni Day Luncheon, each spring, the Alumni Association gives to one or two outstanding alumni the Alumni Achievement Award, a highly coveted plaque.

The Alumni Office is the administrative office of the Alumni Association and is staffed by a full-time Alumni Secretary and office staff. It is located in Mary Graydon Center and is adjacent to the Marjorie Fraser Webster Alumni Lounge.

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